Request for Proposals
Nightly Interior Cleaning Services

Deadline for Submissions: June 30, 2023 at 5:00PM

About Blackstone Valley Prep Mayoral Academy

Blackstone Valley Prep (BVP) Mayoral Academy is a network of tuition-free public schools chartered by the Rhode Island Department of Education. BVP offers a high quality public school choice to the families of Central Falls, Cumberland, Lincoln and Pawtucket and currently serves over 2,200 scholars in grades K-12. BVP's mission is to prepare every scholar for success in college and the world beyond.

Scope of Services

BVP's board-approved procurement policy states, in part, that BVP procures only those goods and services that are required to perform the mission and / or fill a bona fide need. Guiding the purchase of all goods and services at BVP will be: (a) price; (b) quality; and (c) dependability. Particular vendors may be chosen for any one or any combination of these factors; however, at all times, the selection of a particular good, service, or vendor shall be with the intention of maintaining a top-quality network of schools and maximize value for the organization.

BVP is seeking proposals from qualified, licensed, and insured entities to provide nightly interior cleaning services at six (6) of its seven (7) existing campuses, as well as its network offices, totaling approximately 200,000 square feet of space. Entity pricing should include all labor, supervision, materials for cleaning, equipment for cleaning, and all payroll, payroll taxes, and insurance.

BVP may award contracts to multiple proposals if BVP deems it to be in the interest of the organization.

BVP reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BVP to be in its best interest. BVP reserves the right to negotiate the fees proposed by the Contractor and BVP shall have no obligation to compensate any Contractor for any costs incurred in responding to this RFP.

General Requirements/Cleaning Schedule:

I. **Nightly Cleaning – Offices, lobby, entrances, classrooms, corridors, stairwells, and cafeteria**
   a. All trash and recycling receptacles are to be emptied and removed to the appropriate exterior collection point(s) (Liners to be furnished by BVP);
   b. Vacuum carpeted areas and area rugs in classrooms;
   c. Clean and disinfect drinking fountain(s) and classroom sinks;
   d. Maintain dust-free surfaces on windowsills, ledges, and cabinets;
   e. Damp wipe horizontal surfaces in administrative areas;
   f. Dust mop hard surface floors with a treated mop;
   g. Damp mop hard surface floors to remove any spillage from soiled areas;
   h. Damp wipe fingerprints on entrance glass;
   i. Spot clean all interior glass;
   j. Use an industry standard disinfectant for proper sanitation;
   k. Police stairwells to remove loose debris and mop as needed; and

II. **Nightly Cleaning – Restrooms and Nursing Offices**
   a. Stock towels, tissue, and hand soap (To be furnished by BVP);
   b. Empty trash receptacles and wipe as needed;
   c. Clean and polish mirrors;
   d. Wipe towel cabinet covers;
   e. Toilets and urinals to be cleaned and sanitized inside and out;
   f. Polish toilet bright work;
   g. Toilet seats to be cleaned on both sides using disinfectant;
   h. Scour and sanitize all sink basins;
   i. Polish sink bright work;
   j. Dust partitions, top of mirrors, and frames;
   k. Remove splash marks from walls around sink basins; and
   l. Mop and rinse floors with a disinfectant.

III. **Weekly Cleaning – Offices, lobby, entrances, classrooms, corridors, stairwells, and cafeteria**
   a. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture; and
   b. Damp mop hard surface floors, taking care to get into corners, along edges, and beneath furniture. (See nightly schedule for information about bathrooms, which should still be mopped nightly.)
   c. Provide a detailed weekly schedule/rotation of classrooms to be mopped

IV. **Monthly Cleaning – Offices, lobby, entrances, classrooms, corridors, stairwells, and cafeteria**
   a. Accomplish all high dusting, up to ten (10) feet, not mentioned in the above referenced cleaning; and

V. **Vacation week cleaning projects as defined e.g. burnishing high traffic VCT areas, scrubbing ceramic tiles, etc.**

In addition to the above referenced cleaning schedule, BVP regularly under separate agreement, contracts for summer cleaning that includes the following:

01. Stripping and waxing of all VCT flooring, applying six (6) coats of high gloss, removing and replacing all chairs, desks, and tables;
02. Mechanical scrubbing of all ceramic tile;
03. Top to bottom cleaning and disinfection of all restroom sinks, toilets, urinals, mirrors, partitions, and walls;
04. Dust all ledges, windowsills, file cabinets, counters, pictures, chairs, desks, and tables; and
05. Shampooing all classroom carpets;

Term

Any contract resulting from this RFP shall be in writing and signed by both parties. The term will run for three (3) years with two options on the part of BVP to renew for one (1) year each, provided that BVP may terminate the contract on thirty (30) days' notice for convenience or for three (3) days' notice for breach.

Qualifications

Firms responding to this solicitation shall have a minimum of ten (10) years of experience working with similarly sized organizations, including governmental and quasi-governmental agencies. Staff proposed for the work shall be employees of the firm and not contracted services (subcontractors or 1099 employees). Upon award, the Contractor shall provide BVP with a background check satisfactory to BVP prepared by the Rhode Island Bureau of Criminal Investigation for any person working in a BVP building or providing services to BVP.

Proposal Requirements

In order to be considered responsive, proposals shall, at a minimum, contain the following:

I. Cover Letter. A cover letter should be provided which should include:
   a. The name of the Contractor;
   b. The date that the Contractor was established; and
   c. The name, address, email and telephone number of the person or persons who will serve as the principal contact with BVP and be authorized to make representations on behalf of the Contractor.

II. Technical Elements
   a. Description of services to be provided by the Contractor;
   b. Resume of the person that will be primary point of contact with BVP;
   c. Past experience of the Contractor to provide the requested services, including a list of all current and ongoing relevant references.
   d. The number of workers to be assigned at each BVP facility;
   e. A warranty that Contractor, if selected, will provide I-9 documentation and Bureau of Criminal Investigation background checks satisfactory to BVP in its sole discretion for all workers;
   f. A fee proposal which includes:
      i. A flat fee including customary overhead on a monthly basis;
      ii. An hourly rate by position; and

iii. Any other fee proposal the Contractor wishes to present. Although the proposed fees will be taken into account, BVP reserves the right to negotiate a lower or different fee structure with any Contractor selected.

g. Proof of ability to satisfy insurance coverage requirements:
   i. Comprehensive general liability and property damage insurance, including personal injury, blanket contractual, broad form property damage liability and completed operations and products coverage and property damage with coverage limits of not less than one million dollars ($1,000,000) combined single limit per occurrence and two million dollars ($2,000,000) annual aggregate.
   ii. Workers compensation insurance as required by the General Laws of Rhode Island;
   iii. Commercial auto liability insurance with limits of not less than one million dollars ($1,000,000);
   iv. Umbrella liability insurance with limits of not less than one million dollars ($1,000,000);
   v. Professional errors & omission insurance with limits of not less than one million dollars ($1,000,000); and
   vi. Cyber Liability with third party coverage included with a minimum of one million dollars ($1,000,000).

   BVP must be listed as an additional insured on all policies required herein and shall be so written that fifteen (15) days' notice of cancellation or restrictive amendment shall be provided to BVP in writing. All policies shall include a waiver of subrogation and be primary and non-contributory.

   BVP reserves the right to request further information from finalists as it sees necessary.

III. <u>Administrative Proposal Elements</u>
   a. Completion of a fully executed MBE/WBE/DisBE participation plan form attached as Appendix A;
   b. Acknowledge of the Conflict of Interest Affidavit requirements attached as Appendix B;
   a. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to BVP upon award;
   b. Certification that a Certificate of Good Standing from the Rhode Island Secretary of State will be delivered to BVP upon award; and
   c. A disclosure of all outstanding financial obligations to the State of Rhode Island, the Cities of Pawtucket and Central Falls, and the Towns of Cumberland and Lincoln.

Criteria for Selection

Evaluation Criterion	Points Assigned
Financial Package ● Proposal with the most competitive financial package proposed will receive highest number of points; all other proposals will receive fewer points based on financial package and costs proposed ● Financial package includes complete information requested in this RFP, including but not limited to Proposed Labor & Fringe Benefits and Proposed Budget.	**50 Points**
Experience, References, & Service Capability ● Demonstrated examples of implementation of various strategies, processes, and systems to maximize school resources ● Demonstrated success in similar settings ● Documented systems of monitoring and accountability. ● Reference checks	**15 Points**
Financial Condition/Accounting Reporting Systems ● Demonstration of financial stability	**10 Points**
Staffing Plan ● Account manager has proven skills in partnerships with existing clients and communities ● Account manager has prior experience in a school/district/business of similar size and operational complexity ● Proposed staffing plan and reporting structure ● Strategies to reduce turnover ● Evidence of comprehensive safety protocols ● Evidence of expertise with methods, tools, and materials to effectively carry out duties	**15 Points**
Professional Development/Training Opportunities ● Description of annual training activities for all staff levels ● Proposed training activities to include topics such as Material Safety Data Sheets (MSDS), worker safety, civil rights, etc. ● Description of the company's personnel and human resource philosophy	**10 Points**
ISBE Participation (additional potential points)	**6 Points**

ISBE Participation

The Rhode Island Department of Administration has defined an ISBE as a small business enterprise that is owned by one or more individuals who are women or minorities as defined by R.I. Gen. Laws § 34-17.1-3 or that is owned or controlled by one or more individuals with disabilities ad defined by R.I. Gen. Laws § 37-2.2.-2. To be recognized, the business must be certified as either:

1. A minority business enterprise by the Office of Diversity, Equity, and Opportunity, a division of the Department of Administration ("ODEO");
2. A women-owned business enterprise by ODEO; and/or
3. A Disability Business Enterprise by the Governor's Commission on Disabilities.

BVP supports the fullest possible participation of ISBEs in the procurement of services. Contractors may receive up to six additional points for ISBE participation. Calculation of these points will be based on the methodology currently used by ODEO.

LOGISTICS

Timeline

- RFP Issued: June 9, 2023
- Mandatory Facility Walkthroughs: June 15, 2023
- Deadline for Submitting Written Questions: June 19, 2023
- Responses to questions June 23, 2023
- Proposal Submittal Date: June 30, 2023
- Selection: July 14, 2023
- Contract Start Date: August 1, 2023

The walkthrough of all six facilities will be held on June 15, 2023, at 9:00 AM commencing at 310 Broad Street, Cumberland, RI. Participants will then drive to each of the other six (6) facilities as a group accompanied by a representative of BVP. Participants may not enter any of the facilities at any other times. Participation in the walkthrough is a mandatory prerequisite of this RFP.

Questions, Interpretations, or Clarifications

Questions, interpretations, or clarifications concerning this RFP should be sent by email to Beth Dowd at Beth.Dowd@bvpri.org no later than 5:00 p.m. on Monday, June 19, 2023. No phone calls will be accepted, and contractors may not speak to BVP Operations staff. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum by Friday, June 23, 2023, at 5:00PM.

Proposal Submission and Review

All proposals must be submitted in a sealed envelope labeled "RFP for Nightly Interior Cleaning Services." The sealed envelope must contain one (1) electronic (PDF) version and three (3) printed copies of the complete proposal. All proposals must be delivered to BVP at 310 Broad Street, Cumberland, RI. BVP assumes no responsibility for the means of delivery. BVP must receive proposals to the undersigned no later than 11:00am on June 30, 2023, at which time all sealed envelopes will be opened. BVP reserves the right to reject any and all proposals or to accept any proposal considered by BVP, in its sole discretion, to be most favorable.

***

BVP reserves the right to reject any or all proposals for not complying with the terms of this RFP. In addition, BVP reserves the right to modify the scope of services if in the best interest of BVP. BVP also reserves the right to negotiate with the successful Contractor in the event that the lowest responsive and responsible proposal price exceeds available funds. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposals received after the time and date specified shall not be considered. No Contractor may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

BVP reserves the right to terminate this solicitation prior to entering into any agreement with any qualified Contractor pursuant to this RFP, and by responding hereto, no Contractors are vested with any rights in any way whatsoever.

APPENDIX A

PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 220-RICR-80-10-2)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms as reasonably requested by the BVP's MBE/WBE/DisBe Coordinator including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.

2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.

3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by BVP's MBE/WBE/DisBE Coordinator including but not limited to copies of purchase orders, subcontracts, and cancelled checks.

4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify BVP's MBE/WBE/DisBE Coordinator of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.

5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Contractor becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify BVP, and BVP and the Contractor may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Contractor or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign, and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:					
Type of RI Certification:	□ MBE □ WBE □ Disability Business Enterprise				
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value ($):		Subcontract Value ($):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	**Title**	**Date**

APPENDIX B

CONFLICT OF INTEREST AFFIDAVIT

The undersigned does solemnly declare under the pains and penalties of perjury that this Affidavit is true and correct to the best of my knowledge, information, and belief on behalf of myself and _____ ("Contractor"):

The Contractor proposes to enter into an Agreement dated ("Agreement") with Blackstone Valley Prep Mayor Academy ("BVP"), which provides that the Contractor shall undertake

1. certain services with regard to Nightly Interior Cleaning.

2. The undersigned warrants that except as disclosed in paragraph 4 below, there are no relevant facts, circumstances now giving rise or which could, in the future give rise to a conflict of interest as defined herein. For purposes of this affidavit, "Conflict of Interest" means that because of other activities or relationships with other persons, a person or the Contractor is unable or potentially unable to render impartial assistance, advice, or services to BVP, or the person's objectivity in performing the work set forth in the Agreement is or might be otherwise impaired or has an unfair competitive advantage.

3. The following facts or circumstances give rise to or could in the future give rise to a conflict of interest (Explain in detail):

4. The undersigned agrees that if an actual or potential conflict of interest arises or the undersigned learns of or has reason to believe an actual or potential conflict of interest or an appearance of a conflict of interest may arise involving BVP, the Undersigned and/or the Contractor, after the date of this affidavit, the undersigned shall immediately make a full disclosure in writing to BVP of all relevant facts and circumstances. This disclosure shall include a description of actions with the undersigned or Contractor has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest or appearance of a conflict of interest. The undersigned and the Contractor shall work with BVP to take any action determined by BVP to address such situation.

Executed this ____day of_____ , 2023.

Contractor:
By:
Name:
Its duly authorized:

Addendum: Questions & Answers

Please provide the following information for each facility:

- **Names/Addresses**
- **Square footage**
- **Classroom counts**
- **Fixture count of each facility.**
- **Student enrollment**
- **Staff count**
- **Times available for vendor to clean**

All of this information can be found in the table below

Campus	Address	# Students	# Staff	Square Footage	# Classrooms (full size)	Sinks	Urinals	Toilets	Stairwells	Elevator
ES1	291 Broad St	410	65	35,505	18	24	12	22	2	Yes
ES2	52 Broad St	410	68	40,000	18	31	6	24	2	Yes
ES3	3357 Mendon Rd	270	39	24,700	12	24	17	25	2	No
UES	3 Fairlawn Dr	380	55	33,420	18	14	2	16	2	Yes
HS	65 Macondray St	400	58	40,000	16	38	2	12	2	Yes
Fatima	7 Fatima Dr			6,500	6	5	2	7	0	No
Network	310 Broad St	0	15	4,752	0	4	0	3	0	No

Please clarify the supplies provided by the school and those provided by the selected vendor.
BVP will provide basic daily consumables including hand soap, paper towels, toilet paper, and trash bags. The vendor will need to provide any specialized cleaning equipment and chemicals needed to complete the scope of work outlined in the RFP.

Is the school expecting the same fixed price for the duration of the contract, or can the vendor provide different pricing by year with escalators for things like minimum wage increases?
The bidder has discretion on how to distribute costs over the potential contract term. BVP will evaluate each bid based on the rubric included in the RFP. When evaluating cost, we will consider the entire proposed cost over the 3 to 5-year potential contract period. The bidder should specify in its proposal whether it is fixed cost and/or identify any escalators year over year.

In what increments would the school like to receive pricing? (Daily rates per facility, weekly, monthly, etc?)c
The bidder has discretion on how to determine billing increments for the term of the contract. When evaluating proposals, When evaluating cost, we will consider the entire proposed cost over the 3 to 5-year potential contract period. The bidder should specify any billing increments in its proposal. For reference, you will find BVP's 2023-24 school calendar linked here, including notes with anticipated cleaning needs. Please note that this schedule is subject to some change throughout the year, but is reliable enough to be the basis of a proposal.

What is the school's snow day policy for cleaning services?
BVP will work with the selected partner on a case-by-case basis to determine whether the snow day will impact the cleaning schedule. Considerations will include the severity of the weather, the timing of the

event, the safety of cleaning staff in traveling to our buildings, and whether the buildings have been cleaned since students were last at school.

Will the vendor be responsible for wiping down desks/chairs/etc in classrooms?
The vendor is not responsible for cleaning student desks or chairs.

Does the school host any special or athletic events that will impact the cleaning schedule?
The school does host some special events, athletics, and additional meetings in the evening hours throughout the year. In most cases, the cleaning staff will still have access to most areas of the building to begin cleaning, and will be able to work in the event area when it has concluded. BVP will do its best to share event and athletic schedules with its chosen partner ahead of time.

What does the school require for summer cleaning?
See page 3 of the RFP for summer cleaning projects that will be contracted separately. There will also be regular cleaning necessary in buildings where we are hosting summer programming, and some light cleaning needed in buildings where administrative staff will be working over the summer. Please refer to the linked calendar for anticipated cleaning needs for the year.